

PHYSICAL SECURITY BRANCH  
SECURITY DIVISION  
INSPECTION AND SECURITY OFFICE

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HISTORICAL REPORT, 1946 through 1951

29 January 1952

1. Functions and Responsibilities: The Physical Security Branch is charged with the responsibility of safeguarding all classified information and matter in the custody and control of the entire Agency, its installations and personnel, within the continental United States. In general, this entails the protection of classified information from loss, theft or compromise, either by inadvertence or by deliberate intent; the safeguarding of the installations against penetration by unauthorized persons, fire or natural disaster; and the general protection of the personnel.

2. Scope: The scope of the activities of this Branch extends to some eighty overt and covert installations throughout the United States. The classified material in the custody of the Agency is of such volume as to require over 4,000 safes and vaults for its proper storage.

3. One of the most important objectives of the Branch is that of developing security in the thinking and actions of the individual. The principal method of impressing the need for security, upon employees and other persons attached to the Agency, is a rather exhaustive treatment of the subject in the Security Indoctrination Classes given to such persons at the time they enter on duty. In addition, the investigators and other members of this Branch who have continuing and extensive relationships with individual employees, office heads and the Security Officers of the Agency carry on a relentless campaign of developing security awareness, sound security habits and practices, and an understanding of the great need for all elements of security in an organization of this type. Security posters, although of limited value as an effective security medium, are also employed to a certain extent. A selective re-indoctrination program, and a continuation and possibly intensification of the present methods, are contemplated for the future development of greater security understanding and effectiveness among all members of CIA.

4. Accomplishments: Many of the activities of the Branch do not lend themselves to statistical treatment. Among these may be mentioned the almost constant security educational program conducted by the various members of the Physical Security Branch, among groups and individual members of CIA; complicated investigations; surveillances; major surveys; organizing and developing security programs for large-scale covert projects; the countless discussions with the Security Officers and operating personnel

of the Agency to resolve security problems of a wide variety requiring individual treatment; research in the fields of electronics, safekeeping containers and locks of various types, alarm systems, incinerators, mechanical document shredding machines, etc. Studies are conducted for purposes of improving the Agency's security methods and procedures.

5. Some of the measurable units of work accomplished during the period 1946 through 1951 are given below. In some cases the activities treated were inaugurated subsequent to 1946. In other cases no organized statistics were maintained until after the first reporting year of this report.

A. Number of CIA installations [REDACTED] (overt and covert) for which this Branch has physical security responsibility. (This does not include S.S.D. Field Offices.)

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At the end of 1946  
1947  
1948  
1949  
1950  
1951

25X9A2

B. CIA Guard Group strength: The Physical Security Branch assumed security control and supervision of the CIA Guard Force on 2 April 1949.

At the end of 1946  
1947  
1948  
1949  
1950  
1951

25X9A2

C. Security Violations charged:

1947*	84
1948	203
1949	150
1950	205
1951	388

TOTAL 1,030

\*Statistical recording of this activity began on 1 September 1947.

D. Investigations conducted:

	Security Violations	Other Security Matters	Total
1947*	84	—	84
1948	210	10	220
1949	162	13	175
1950	284	36	320

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14 March 1952

SUBJECT: Special Referral Branch-- Functions and Responsibilities

The Special Referral Branch exists as a part of the Office of Chief, Special Security Division and is staffed by experienced investigators. It's primary purpose, primarily, is to conduct inquiries within the Agency, for reasons of security, economy and harmony such inquiries can best be handled at a staff level. Inquiries which are carried on by this Branch may be portions of field investigations as a complement thereto or special assignments not actually involving field operations.

It is also the primary function of this Branch to conduct investigations and inquiries as a service to and in support of the rest of the Inspection and Security Office, principally in government agencies but not necessarily limited thereto. Where such inquiries or investigations do not constitute a part of our normal investigative functions, the Chief, of this Branch may receive such requests direct and report directly to any responsible authority within Inspection and Security Office. It shall be his responsibility, however, to insure proper coordination and to make certain no such assignment is accepted which should normally be the subject of a field investigation to be assigned to the [REDACTED] or in covert matters, to the [REDACTED]. In this regard it shall likewise be the responsibility of the Chief, Special Referral Branch to keep the Chief, Special Security Division generally aware of the volume of such requests so that the proper assignment of personnel may be effected.

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25X1A

A great bulk of the work of the Special Referral Branch includes name-checks at Records Integration Service (RIS/OSO), OSS Archives, Cable Unit, Communications Division and "K" checks and the conduct of all interviews within the Agency for the purpose of fully exploiting information developed from such sources.

Within the past few months this Branch has assumed the responsibility for the transmission of requests received from other government agencies in order to insure that such requests are returned to the requesting Agency within a strict limit of time.

In conclusion, this Branch has been created in order to handle problems, which arise unexpectedly, in this most expeditious manner possible and yet uphold and further the reputation of the Inspection and Security Office in the light of efficiency, competence and thoroughness.



6 February 1952.

History of the Security Control Staff

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In June, 1947 the Security Control Staff was established in the Inspection and Security Office. Prior to that time some of its functions were handled on an interim basis by the Office of Collection and Dissemination, *as has been mentioned before.*



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The responsibilities originally assigned to the Staff by the Executive for Inspection and Security remain substantially the same, except on an expanded scale. Broadly stated, this Staff formulates the security policies of the Agency to provide for the safeguarding of classified information and the security of intelligence. It prescribes the CIA security policies relating to the collection and dissemination of classified material, and the liaison relations with Federal departments and agencies. It provides security guidance for various external research projects dealing with intelligence products. In addition, it approves, from a security standpoint, various personal activities of CIA employees such as publication of manuscripts, speeches, outside employment, etc.

The work load of the Staff has increased in direct relation to the growth of CIA personnel and CIA activities. As an illustration, in 1949 approximately 150 requests for clearance of personal activities (speeches, lectures, etc.) were processed, while in 1951 approximately 1,000 such clearances were handled. ~~The original Staff consisted of 3 officers and 1 secretary, and today it has 5 officers and 3 secretaries.~~



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Chief, Security Control Staff